

Office of Executive Inspector General
Invites applications for the position of:
Investigator
(Multiple Vacancies)

Posting Date: September 6, 2011
Posting Close Date: Open until filled
Salary Range: \$3,333.50 to \$6,667.00 monthly

Under direct supervision, conducts investigations under the auspices of the Illinois Governmental State Officials and Employees Ethics Act regarding complaints received by the Office of Executive Inspector General (OEIG) concerning incidents of possible misconduct, malfeasance, or violations of laws, rules or regulations by any officer, employee or appointee in all agencies under the Governor's jurisdiction or any vendor or contractor doing business with any agency under the Governor's jurisdiction, for possible disciplinary, correction or criminal actions. Conducts research; gathers, preserves and analyzes evidence, solicits requisite materials and information obtained via interviews and other methods and prepares investigatory reports to carry out the investigatory process according to the OEIG Investigative Policy Manual and federal and state laws, statutes and rules. Under general management direction, works within limited authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

1. Interviews subjects, targets, witnesses and various other parties regarding information verification and/or corroboration.
2. Conducts stationary and mobile surveillance on individuals involved in investigations.
3. Collects, analyzes and interprets information, documentation and physical evidence associated with investigations.
4. Documents statements, observations and evidentiary materials. Prepares case reports on all investigative action taken including the allegations, evidence, transcripts of interviews, and the conclusion of investigations plus all accompanying exhibits and physical evidence.
5. Maintains records of all information and material pertinent to open investigations; identifies labels and stores evidence and ensure the security of all pertinent stored evidence and information gathered during the investigator process. Updates agency systems with investigative information.
6. Maintains case log of all cases assigned and completed ensuring timely progress on all assigned investigations and, whenever possible, that investigations are concluded in the six month time period specified by law.
7. Interacts with OEIG Legal staff and other agencies, boards and commissions under the jurisdiction of the Governor, investigatory entities within each agency, auditors, the Attorney General's Office and various law enforcement agencies in order to ensure professional cooperation and investigatory efforts; testifies in administrative and criminal court proceedings.
8. Keeps current on agency and state policies, rules, regulations and statutes.
9. Travels in the course of work including overnight travel.
10. May assist in the development and administration of internal or external training presentations.
11. May participate in professional forums, conferences and associations.

12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Supervising Investigator, Deputy Inspector General

SUBORDINATE POSITIONS: None

REQUIREMENTS: Demonstrated knowledge, skill and mental development equivalent to four (4) years of college, preferably with coursework in law, criminal justice, government or public or business administration or four (4) years of professional experience in law enforcement investigatory work or related field. Demonstrated knowledge of investigative techniques, practices and concepts. Knowledge of Illinois state statutes, rules, regulations concerning conflicts of interest or malfeasance. Good analytical and problem solving skills. Ability to exercise independent judgment and make sound business decisions effectively. Good verbal and written communication skills. Ability to deal with ambiguous situations and issues. Strong organizational skills and the flexibility to work independently as well as in a team environment. Demonstrated knowledge of Microsoft Office Word and other Internet applications. Valid Driver's License.

POSTION INFORMATION AND LOCATION: This an exempt position with the OEIG a non-code state agency. The position is located in our Chicago office at 32 W. Randolph.

HOW TO APPLY:

Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Human Resources Office, 32 West Randolph, Suite 1900, Chicago, IL 60601. Contact: Director of Human Resources – 312.814.1789.

The OEIG is an Equal Opportunity Employer